

## **OPT/EMST - Electronic Filing Instructions**

The City of Reading requests that the Emergency & Municipal Services Tax (EMST) information be submitted to the Tax Administration Division on diskette or sent electronically via E-mail.

Follow the technical reporting instructions for diskette reporting. Then send the file to the Tax Administration Division at [taxfiles@readingpa.org](mailto:taxfiles@readingpa.org). You must continue to send all paperwork and your payment to Tax Administration. No electronically sent files will be processed until the payment is processed.

Media will be processed only after payment for employees is received and processed by the Tax Administration Division.

The following pages describe technical requirements for diskette processing. Please refer to the File Record Description for record layout and descriptions. Please forward this information to the proper department for your processing of EMST information.

If you have any questions relative to this procedure, contact the Tax Administration Division at 610-655-6337.

### **Diskette Technical Requirements**

#### **General Requirements**

The City of Reading accepts EMST information recorded on 3 1/2" diskettes or via email to [taxfiles@readingpa.org](mailto:taxfiles@readingpa.org). Data must be recorded in ASCII character set.

Each diskette must contain the 6-character entry RDGEMST as the file name. The City of Reading will reject and return UNPROCESSED any diskette not properly identified internally by RDGEMST. The City of Reading will not accept back-up files or compressed files.

The City of Reading will only accept files recorded on double-sided/double density diskettes or on double-sided/high density diskettes using an MS-DOS operating system format. Data should be in upper case letters.

Each file must contain EMST information for a single tax year only. A file containing multiple tax years will be rejected.

#### **Diskette Data Records**

All data records must be a fixed length of 120 bytes. Deviations from the prescribed record formats will prevent proper processing of your file by the City of Reading. A properly composed EMST diskette file is comprised of the following records:

Code A - Transmitter Records

Code E - Employer Records

Code S - Employee EMST Records

Code T - Total Records

Code F - Final Records

Record Name: CODE A – TRANSMITTER RECORD

Length – 120

LOCATION	FIELD	LENGTH	SPECIFICATIONS & EDITS
1	Record Identifier	1	Constant “A”.
2-5	Payment Year	4	Enter the year for which this report is being prepared. This field
6-45	Transmitter Name	40	Enter the name of the organization submitting this file. Left justify and fill with blanks.
46-75	Street Address	30	Enter the street address of the submitter. Left justify and fill with blanks.
76-100	City	25	For a foreign address, include name of foreign “state” and country; abbreviate city and state as necessary; show full country name. Left justify and fill with blanks.
101-102	State	2	Use a standard postal abbreviation. For a foreign address leave blank.
103-107	Zip Code	5	Enter a valid zip code.
108-111	Zip Code Extension	4	Use this field for the four-digit extension of the Zip Code. No hyphen.
112-120	Blank	9	Leave blank.

Record Name: CODE E – EMPLOYER RECORD

Length – 120

LOCATION	FIELD	LENGTH	SPECIFICATIONS & EDITS
1	Record Identifier	1	Constant “E”.
2-5	Payment Year	4	Enter the year for which this report is being prepared. This field is updated each year. All code E records within a file must be for the same payment year. Example: 2000
6-13	Employer Number	8	Enter the account number assigned to the employer by the City of Reading. Left justify and fill with blanks.
14-53	Employer Name	40	Left justify and fill with blanks.

54-83	Street Address	30	Left justify and fill with blanks.
84-108	City	25	For a foreign address, include name of foreign "state" and country; abbreviate city and state as necessary; show full country name. Left justify and fill with blanks.
109-110	State	2	Use a standard postal abbreviation. For a foreign address leave blank.
111-115	Zip Code	5	Enter a valid zip code.
116-119	Zip Code Extension	4	Use this field for the four-digit extension of the Zip Code. No hyphen.
120-120	Name Code	1	Enter "S" if the surname appears first in the Employee Name field (positions 11-40) of the following Code S records. Enter "F" if the first name appears first. On multiple employer files, it is not necessary for the name code to be the same on each employer record as long as the code is consistent with the name format on the associated Code S records.

Record Name: CODE S – EMPLOYEE RECORD

Length – 120

LOCATION	FIELD	LENGTH	SPECIFICATIONS & EDITS
1	Record Identifier	1	Constant "S".
2-10	Social Security Number (SSN)	9	Enter the employee's social security number.
11-40	Employee Name	30	Enter the employee's name. Left justify and fill with blanks.
41-70	Street Address	30	Left justify and fill with blanks.
71-86	City	16	For a foreign address, include name of foreign "state" and country; abbreviate city and state as necessary; show full country name. Left justify and fill with blanks.
87-88	State	2	Use a standard postal abbreviation. For a foreign address leave blank.
89-93	Zip Code	5	Enter a valid zip code.
94-97	Zip Code Extension	4	Use this field for the four-digit extension of the Zip Code. No hyphen.
98-101	Tax Withheld	4	No negative amounts; right justify and zero fill.

102-120	Blank	19	Leave Blank
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Record Name: CODE T – TOTAL RECORD

Length – 120

LOCATION	FIELD	LENGTH	SPECIFICATIONS & EDITS
1	Record Identifier	1	Constant “T”.
2-8	Number Of Employees	7	Enter the total number of Code S records reported since the last Code E record. Right justify and zero fill.
9-21	Total OPT Tax Withheld	13	Enter the total tax withheld for all Code S records reported since the last Code E record. Right justify and zero fill.
22-120	Blank	99	Leave Blank

Record Name: CODE F – FINAL RECORD

Length – 120

LOCATION	FIELD	LENGTH	SPECIFICATIONS & EDITS
1	Record Identifier	1	Constant “F”.
2-8	Number Of Employees	7	Enter the total number of Code S records reported for the entire file. Right justify and zero fill.
9-24	Total OPT Tax Withheld	16	Enter the total tax withheld for all Code S records reported for the entire file. Right justify and zero fill.
25-120	Blank	96	Leave Blank